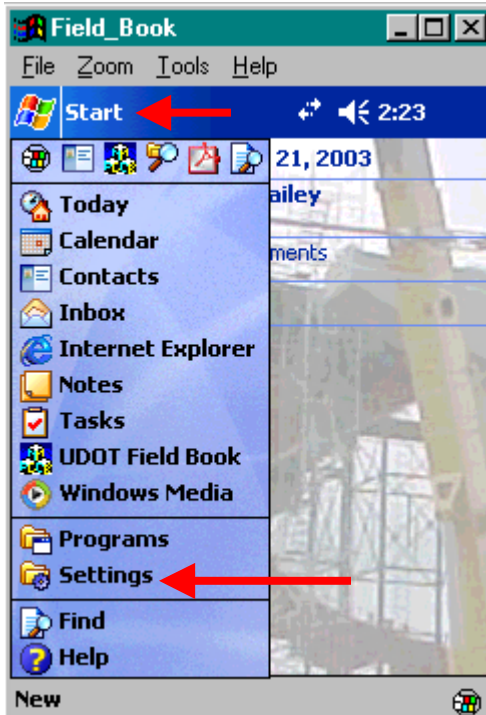# Step 1 - Configuring PocketPC VPN Connection
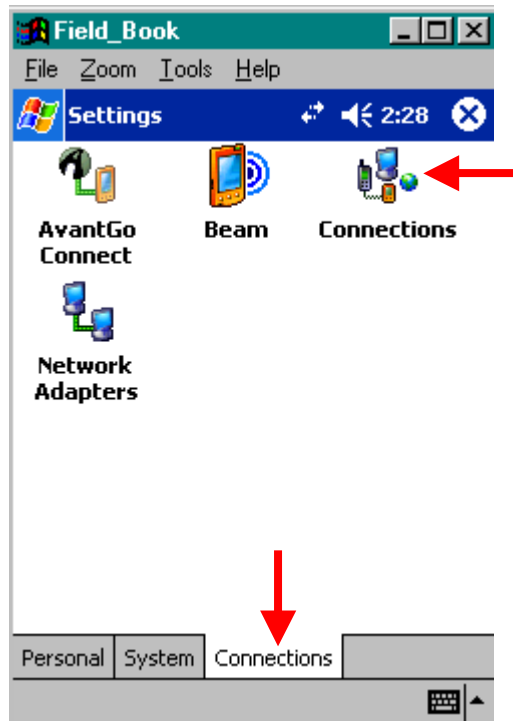
Instructions for Configuring PocketPC 2002 for VPN Connection to the Fieldbook Server:

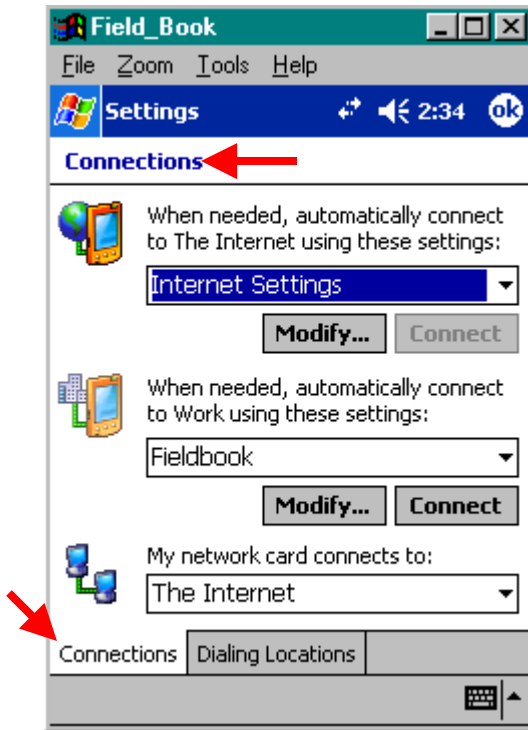**1.** In PocketPC 2002, tap, **'Start',** tap **'Settings'.**

2. Tap the **'Connections'** tab.
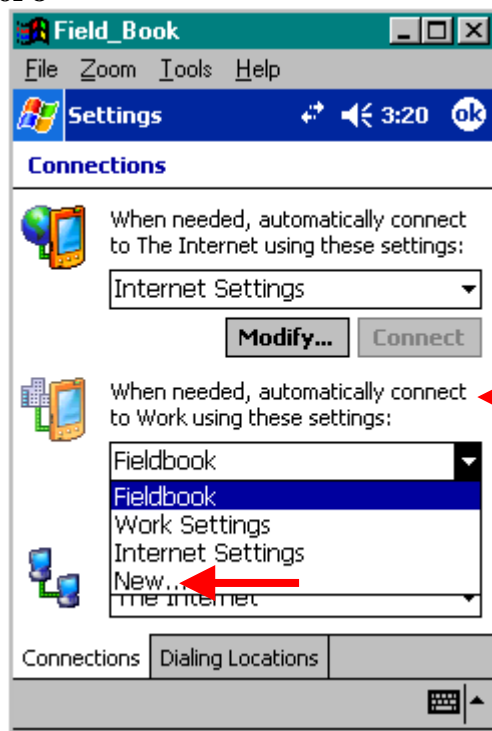
3. Tap the **'Connections'** icon.

4. The Connections setting opens by default to a Connections tab.
5. There are three icons on this screen:
   1) A PDA connecting to the world. (Connects to the Internet when needed).
   2) A PDA connecting to building. (Connects to Work).
   3) Two computers connected. ("My network card connects to:").

Each icon has a dropdown list below it. The top two options also have a **'Modify'** button and a **'Connect'** button. These instructions will use the following icons for these three sections:
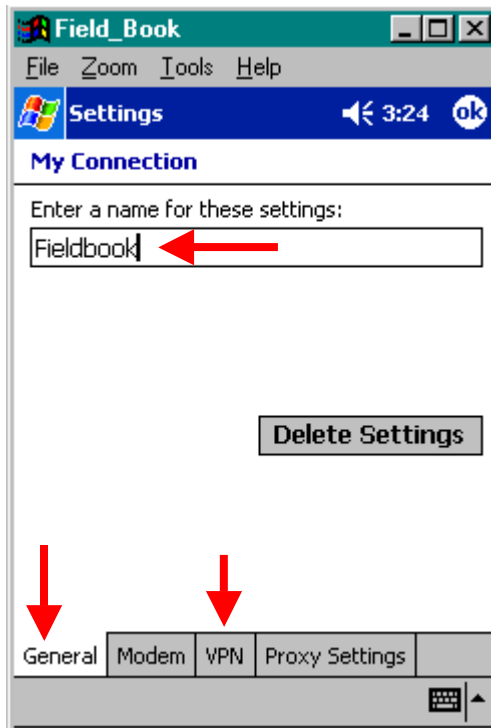
1.   2.   3.
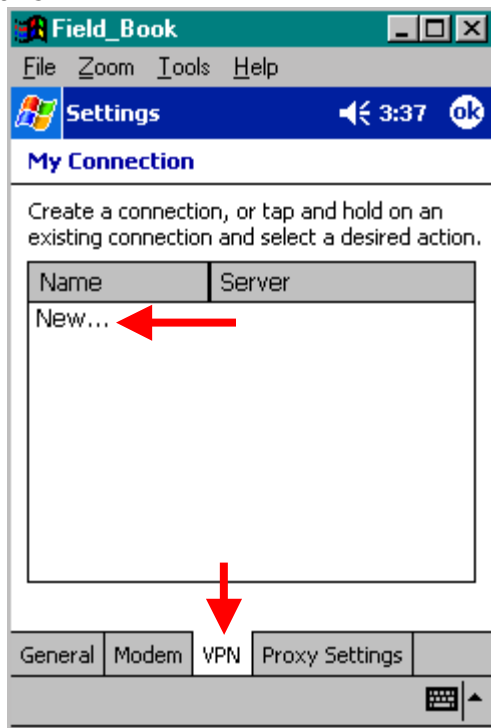
6. Tap on the dropdown list for and tap **'New'**….

7. On the **'General'** tab enter the connection name '**Fieldbook'** using the keypad.

8. Tap the **'VPN'** tab.
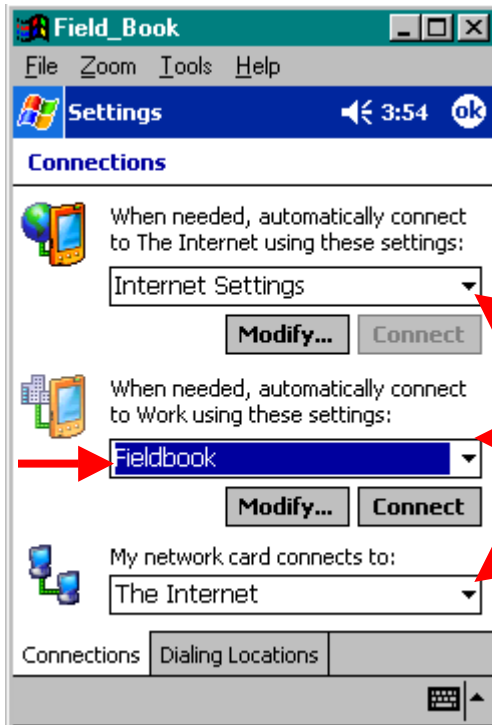
9. Tap **'New...'**.

10. Use keypad, enter **VPN** for the connection name.

11. Use keypad, enter **fb.dot.utah.gov** for the 'Host Name/IP Address'.
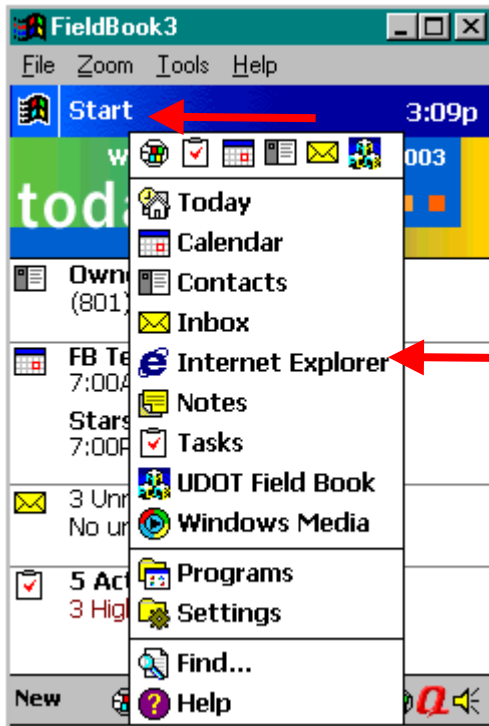
12. Tap **'OK'** twice.

13. Tap the drop-down list for and select **'Fieldbook'**.

Your Fieldbook configuration should look like these 'Connections' settings when you are finished.

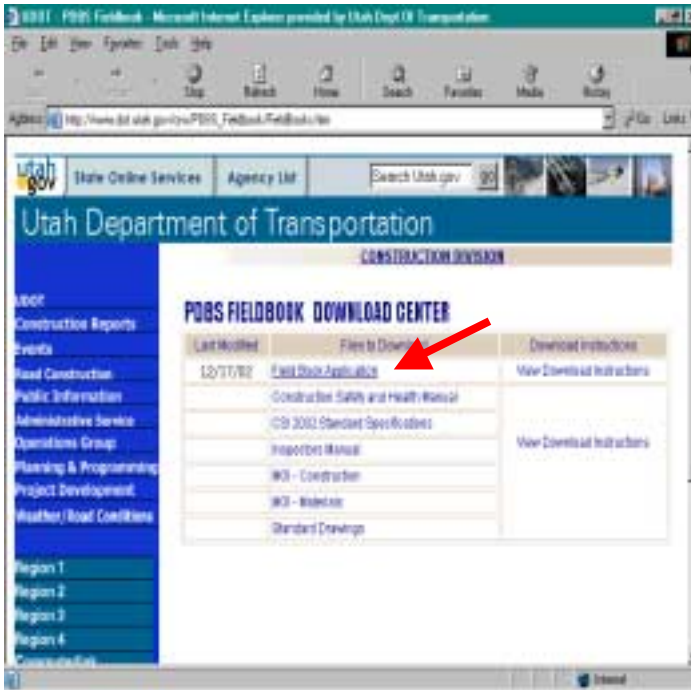# Step 2 - Installing or Updating UDOT Field Book Application

IMPORTANT: The **iPAQ must be connected to UDOT's network** via an Ethernet card, a modem, or a mobile phone (see the PDBS on-line Help's "Synchronizing Field Book and Project Accounting Data" section for connection information).
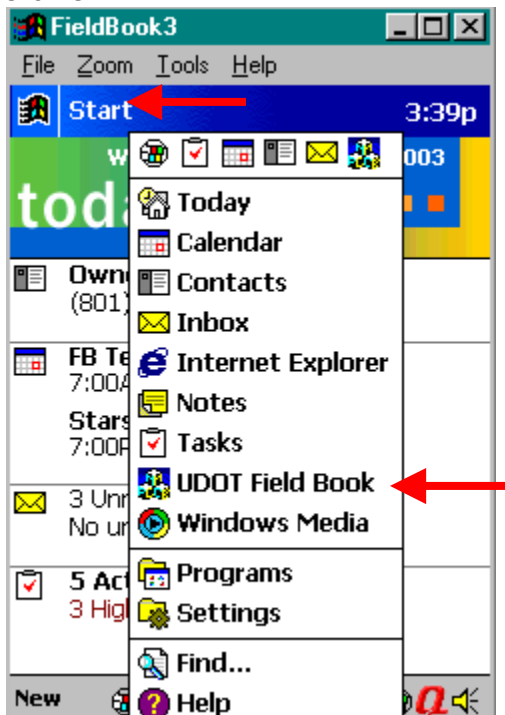
1. Tap, **'Start Menu'**.

2. Tap, **'Internet Explorer'**.

3. Use keyboard to type in the Construction website URL:
http://www.dot.utah.gov/cns/PDBS_Fieldbook/FieldBooks.htm

4. Tap on **'Field Book Application'** in the 'Files to Download' column and the Field Book application will begin to download to your iPAQ.

5. A message will appear on the iPAQ asking the user to verify that this file comes from a reliable source. Tap **'Yes'** on the message box and the download process **is complete**.
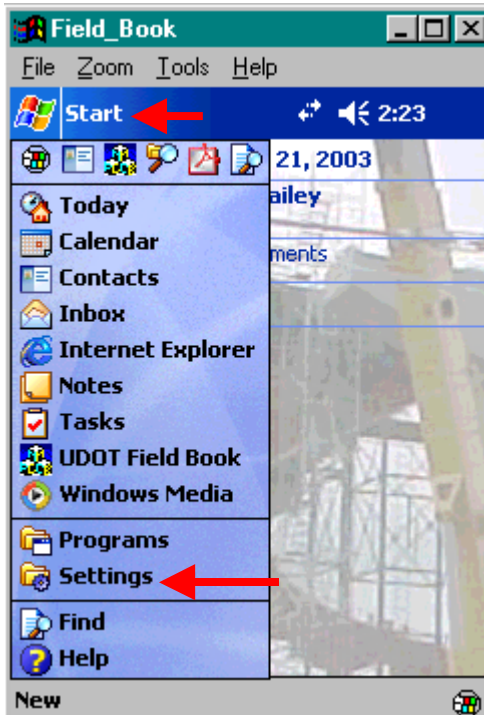
6. Tap, **'Start'** menu and verify **"UDOT Field Book"** is on the drop-down menu.

Step 3 - Establishing a Field Book Connection

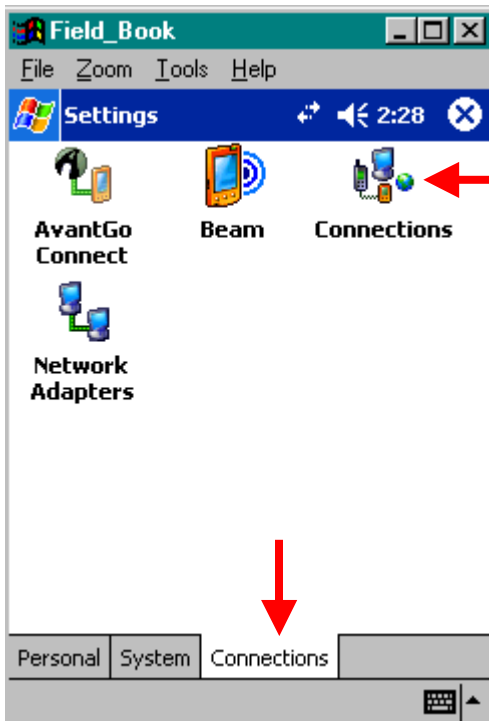**Instructions for Establishing a VPN Connection to the Fieldbook Server:**

IMPORTANT: The **iPAQ must be connected to UDOT's network** via an Ethernet card, a modem, or a mobile phone (see the PDBS on-line Help's "Synchronizing Field Book and Project Accounting Data" section for connection information).

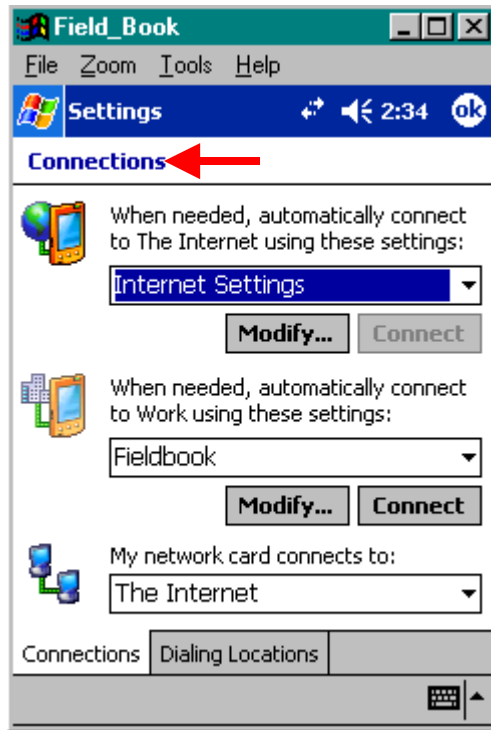**1.** In PocketPC 2002, tap **'Start'**, tap **'Settings'**.

2. Tap the **'Connections'** tab.

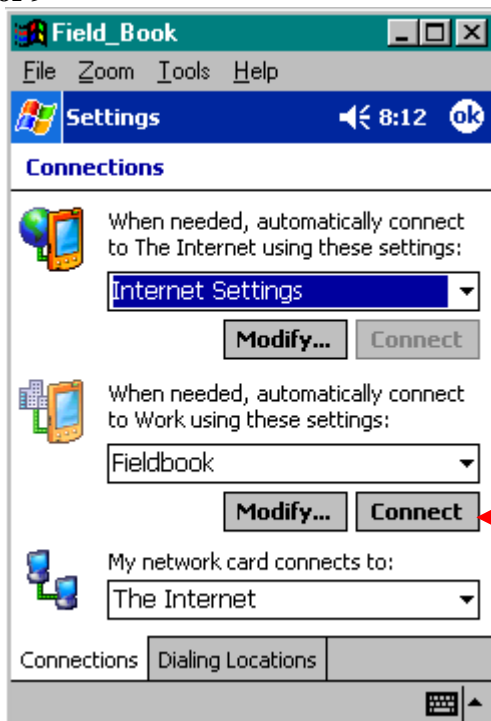**3.** Tap the **'Connections'** icon

4. The Connections setting opens by default to a Connections tab.
5. There are three icons on this screen:
    1. A PDA connecting to the world. (Connects to the Internet when needed)
    2. A PDA connecting to building. (Connects to Work).
    3. Two computers connected. ("My network card connects to:").

Each icon has a dropdown list below it. The top two options also have a **'Modify'** button and a **'Connect'** button. These instructions will use the following icons for these three sections:
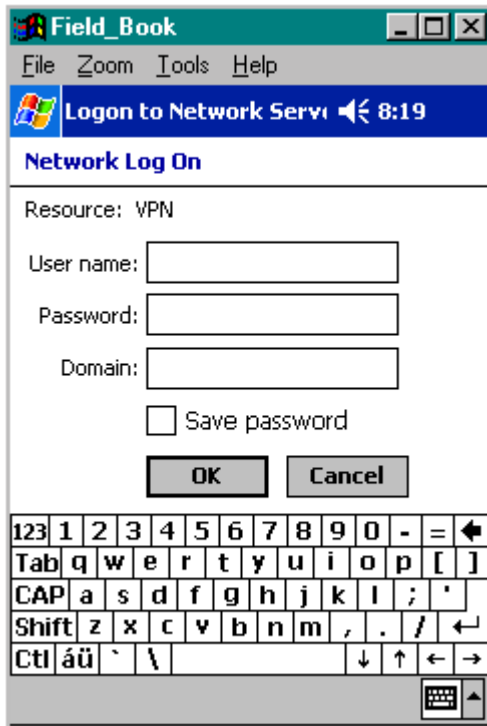
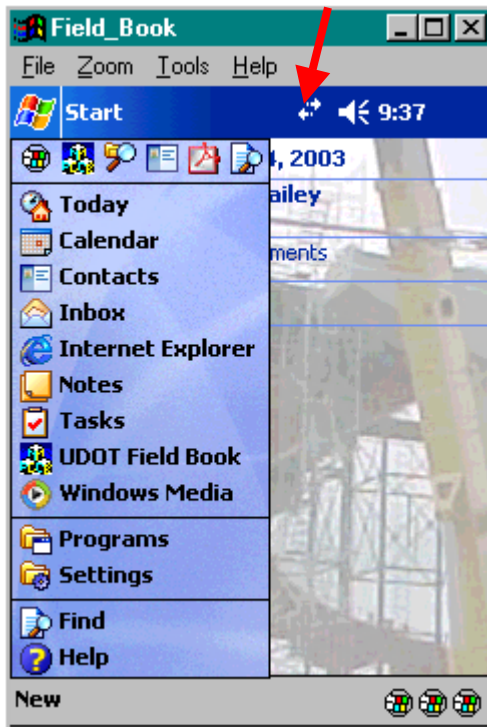1.   2.   3.

6. Tap the **'Connect'** button for the icon.

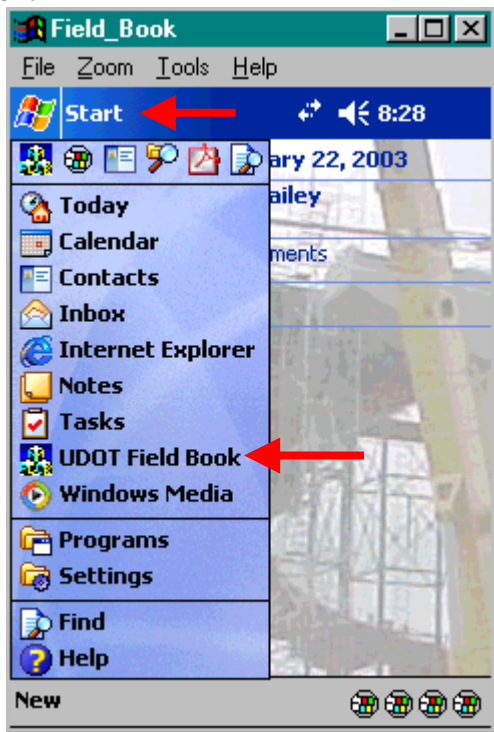6. Use the keypad to enter your LAN **'User Name'** (i.e. jsmith).

7. Use the keypad to enter your LAN **'Password'**.

8. Use the keypad to enter the **'Domain'** (i.e. UDOT Complex enter **COUDOT**, Region One enter **R1UDOT**, Region Two enter **R2UDOT**, etc.).
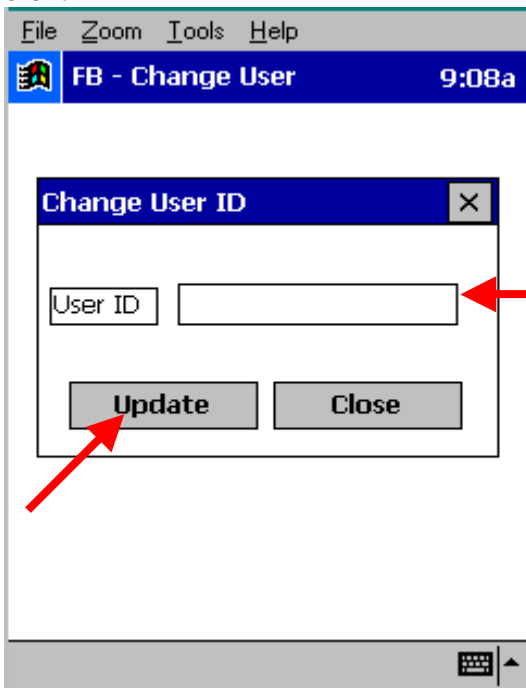
9. Tap **'OK'** to connect.

10. When you have established a connection, two directional arrows will appear in the window status.

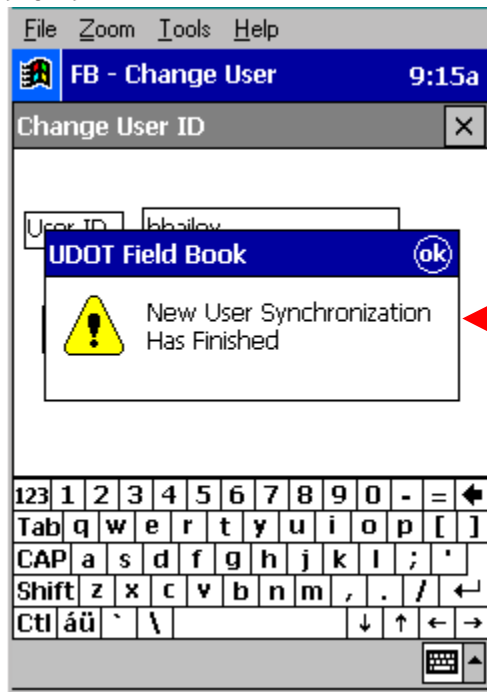**11.** Tap **'Start'** menu, tap **'UDOT Field Book' .**

12. The **first time** you tap on **'UDOT Field Book'** use the keypad to input your **'User ID'**, (ie Jdoe) and tap, **'Update'**.

13. After you tap **'Update', WAIT** for the message, **'New User Synchronization Has Finished'**. Tap, **'OK'** and tap **'Close'.**

Note: There is no hourglass indicating the updating is occurring, **be patient.** After successfully updating your User ID you won't have to do this again unless you download a new Field Book application.
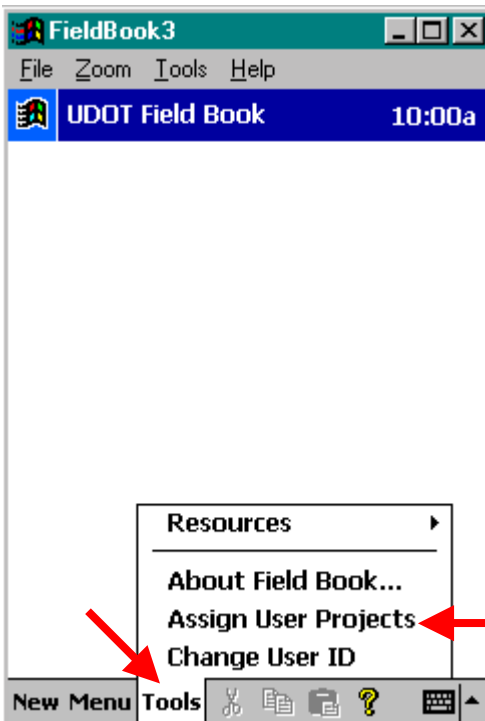
Step 4 - Assign User Projects

1. Tap on the iPAQ's **'Start'** menu and tap, **"UDOT Field Book"** to open the application.
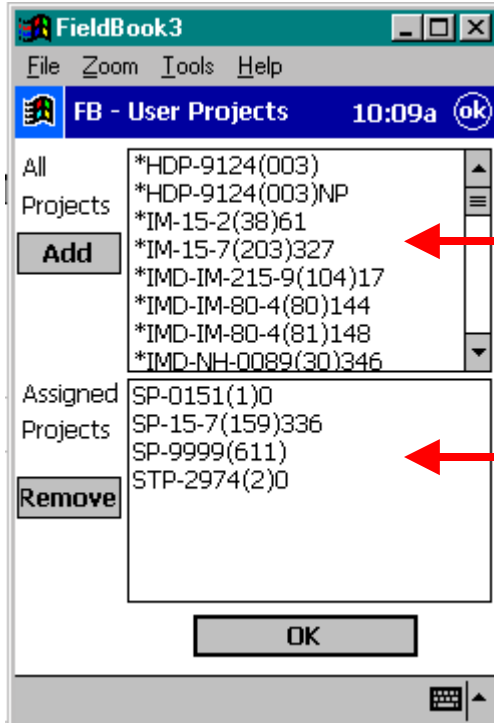
Assigns projects to the authorized user.

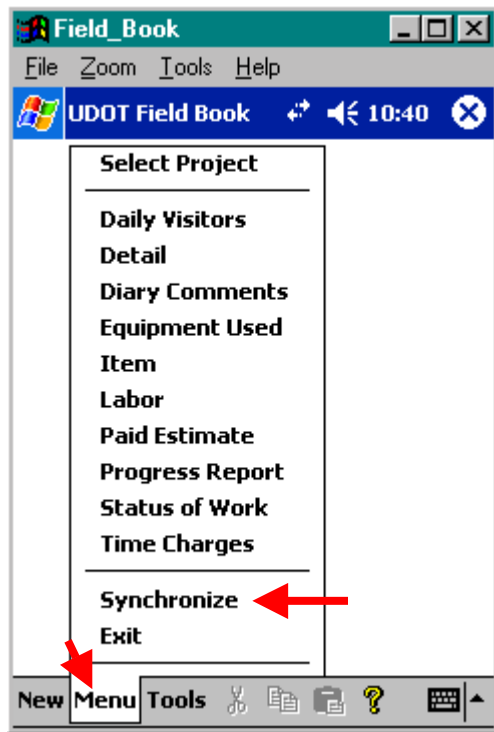**2.** Tap on **'Tools'** and tap, **'Assign User Projects'**.

Window is divided in two sections. The **"All Projects'** section lists all projects assigned to the Resident Engineer. The **'Assigned Projects'** section lists projects assigned to the Field Book user by the Resident Engineer.

3. Tap the project assigned to you by your Resident Engineer and tap **'Add'.** The project will be added to the "Assigned Projects" section below. Tap **'OK'** when finished.

4. To remove a project from the iPaq, tap the project number, tap **'Remove'**, and tap **'OK'** when finished.

In order to get the project information on your iPaq (i.e. items, stationing, etc.) for your 'Assigned Project(s)', you must **'Synchronize'** the iPaq with the Field Book server.

5. Insert the iPaq in the Expansion Pack with the Ethernet Card and LAN connected. **'Establish a Connection'**, (see **Step 3 – 'Establish a Connection'**).

6. In the **Field Book** application, tap **'Menu'**, tap **'Synchronize'**. Follow the displayed synchronize instructions.

NOTE: There is no hourglass indicating the synchronization is occurring, **be patient**. Wait for the message, **'Synchronization has Finished'** and tap **'Close'**.